

~~CONFIDENTIAL~~

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Program Call

2. TYPE OF REPORT
☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL
LOGISTICS
MEDICAL
TRAINING
SECURITY
FINANCEADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

12

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

3

7. FORMAT (memorandum, form computer print-out, etc) Combination

8. ADP PROCESSING

YES IF YES GIVE ADP PROCESSING NO.
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

O/PPB/Executive Director-Comptroller

10. PREPARING COMPONENT (include lowest level contributing information to report)

DD/Pers, C/OP/Plans, OP/B&F

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-17	16.74		9		150.66		1		150.66
GS-15	12.10		68		822.80		1		822.80
GS-11	6.30		80		504.00		1		504.00
GS-04	2.81		12		33.72		1		33.72

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$1,511.18

1413.24

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

See Item #9

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

☒ RETAIN AS IS ☐ OTHER (explain)☐ CHANGE☐ DISCONTINUE

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

9 October 1970

Assistant Executive Officer, OP

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